

**APPENDIX D**

**Terms and Abbreviations**

	<u>Page</u>
Section I. Terms .....	D-2
Section II. Abbreviations and Acronyms.....	D-12

This appendix consists of two sections. Section I shows each term followed by an explanation. These are common terms used in daily operations but are not inclusive of all terms. Section II contains abbreviations and acronyms used in SARSS with their definitions.

#### Section I. Terms

ABORT	Termination of processing prior to normal end-of-job without saving any data that has been changed. In many computer systems, the screen displays a message code with the probable cause of the abort.
ACCOMMODATED CUSTOMER REQUEST	Those customer requests containing an NSN or MCN which appears on the SSA's Authorized Stockage List (ASL).
ACCOUNTABLE RECORD	A formally established set of records and files used to account for U.S. Army property being held for issue. For the purpose of this manual, SARSS1 maintains those records.
ACRONYM	A word formed from the first letter or letters of the words describing some item - for example; FORTRAN from FORMula TRANslation.
ACTIVITY FILE	A record of due-ins and due-outs maintained for the accountable record.
APPLICATION PROGRAM	A set of computer instructions which completes a specific task or activity.
ASCII	American standard code for information interchange. The standard code system for exchanging information among data processing and communications systems.
ASYNCHRONOUS MODE	A communications mode in which each character is transmitted separately. The character is preceded by a start bit and followed by a stop bit.
AVAILABILITY BALANCE FILE	A file which consists of data contained in the Catalog File plus stockage levels, condition codes, and on-hand balances.
BACKUP	The process of generating a copy of disks or files to prevent loss of data.
BATCH	A group of records or programs considered as a single unit for processing on a computer.
BAUD	Number of signaling elements (BITS) transmitted per second.
BATCH PROCESSING	A technique by which items to be processed must be coded and collected into groups prior to processing.

BIT	Smallest element of data or information dealt with by digital devices. A binary digit is either a 0 or a 1.
BLAST (BLOCKED ASYNCHRONOUS TRANSMISSION)	A communications software package that accomplishes a communication link and actual data transfer.
BOOT	To cause a computer to start executing instructions by loading an operating system, usually from the hard disk.
BYTE	A grouping of adjacent binary digits operated on by the computer as a unit. The most common size byte contains eight binary digits.
CAISI-VEE	Combat Service Support Automated Information Systems Interface - Virtual End-to-End is a communication interface designed to facilitate data transfer through the Mobile Subscriber Equipment (MSE) and the Tactical Packet Network (TPN).
CATALOG FILE	A SARSS1 master file containing descriptive and management information for a stock number.
CHARACTER	A symbol, mark, or event that a data processing machine can read, write, or store.
COMMAND	An instruction given to execute, terminate, or control a process.
COMPONENT	An individual piece of equipment.
COMPUTER CONFIGURATION	The physical devices and operating environment that forms the entire computer system. Typically, it consists of the CPU, memory, I/O devices with controlling units, teleprocessing equipment, and operating systems.
COMPUTER OPERATOR	A person who manipulates the controls of a computer and performs all operational functions required, such as entering data, loading tapes, and removing output.
COMPUTER SECURITY	The physical security of an information-processing or computer facility and the security of associated data files, programs, records, and other documents.
COMPUTER SYSTEM	A central processing unit (CPU), memory and related electronics together with one or more peripheral (input/output) devices, and an operating system.
CONFIGURATION	An arrangement of parts or elements of something.

CONTROLLED CRYPTOGRAPHIC ITEM	Secure telecommunications or information handling equipment, associated cryptographic component, or other hardware item which performs a critical COMSEC function. Items so designated are unclassified but controlled and will bear the designation-controlled cryptographic item.
CONTROLLED INVENTORY ITEM CODE	A one-position alphanumeric code used to indicate special controls for storage and transportation of DoD assets. See appendix B for a listing of codes.
CONVERSION	The process of changing data from one form to another.
CPI (CHARACTERS PER INCH)	A number indicating how many characters a printer will print in an inch.
CPS (CHARACTERS PER SECOND)	A measurement of the speed of a serial printer or the speed of data transfer between hardware devices or over a communications channel.
CPU (CENTRAL PROCESSING)	The part of the computer responsible for processing, storing, UNIT) and retrieving data from memory.
CURSOR	A movable symbol or spot of light on a video terminal that indicates where the next character will appear or where data is to be entered.
CUSTODIAL RECORD	A file maintained at SARSS2A containing skeleton information about on-hand balances. This data reflects on-hand balances for all SARSS1 activities under that SARSS2A activity. Balances are updated from data obtained by running either the Transactions-Out or Close-Out processes.
CUSTOMER REQUESTS	See Accommodated Customer Request and/or Satisfied Customer Request.
DATA	Facts and figures which are processed into information by a computer system.
DATA COMMUNICATIONS (DATA COMM)	Transfer of data or information between computer-related devices, usually by use of modems and telephone lines.
DATA ENTRY	Transforming data from a source document to a machine readable form. The most common mode of data entry is by keyboard.
DATA PROCESSING	Capturing, storing, updating and retrieving data and information.
DATA TERMINAL	Any piece of equipment at which a communications EQUIPMENT path begins or ends.
DATABASE	Interrelated files containing information in a format applicable to a user's needs and available when needed.

DEFAULT	The standard settings or actions used by software when the operator has not specified otherwise.
DEVICE	A physical hardware unit such as a printer, floppy drive, tape drive, or a hard drive.
DIAGNOSTICS	A computer program capable of identifying an equipment fault or malfunction.
DIRECTORY	A grouping of related files within a specified volume.
DISK DRIVE (FLOPPY)	The part of the computer into which you insert floppy diskettes.
DISK DRIVE (HARD)	A part of the computer used for storage for data and programs. Unlike the floppy disk drive, you cannot remove the hard disk.
DOCUMENT HISTORY FILE	A comprehensive file at SARSS2B of all transactions processed by SARSS1 activities. This includes receipts, requests, status, adjustments, modifications, cancellations, inventories, etc., which have been processed or generated by the SSA. SARSS1 can request this data.
DOCUMENT RETRIEVAL	Acquiring data from storage devices and, possibly, manipulating the data and subsequently preparing a report.
DOT MATRIX	A pattern of dots that form characters and graphic images. The matrix is defined by the number of dots in width by the number of dots in height. (For example 5x7, five dots wide by seven dots high.)
DOWNLOAD	A communications procedure which takes information from storage in one device, usually the host computer, and transfers the information to another device.
ENGINEERING CHANGE PROPOSAL – SOFTWARE	The documentation (DA form 5005-R) that supports a request to change a STAMIS. An ECP-S may be initiated by a user (functional ECP) or by the Data Processing Installation (DPI) (technical ECP).
ERROR CODE (ERRORCD)	Codes that are displayed when system problems are encountered.
ERROR MESSAGE	Information displayed on a monitor screen or printer which identifies a fault condition.
FLOPPY DISK	A flexible disk (diskette) of oxide-coated Mylar, stored in a protective plastic shell. The entire shell is inserted into the floppy disk drive. Floppy disks are a low-cost storage medium used widely with mini- and microcomputers.

FORM	Various kinds of paper that can be used in the printer. Also one or more lines (displayed on monitor screen) in which you enter information using the keyboard.
FORCE/ACTIVITY DESIGNATOR	The FAD is a Roman numeral (I through V) which shows the mission essentiality of a unit, organization, installation, project, or program to meet national objectives.
FORMAT	Physical structure of an item. Formatting a disk creates the physical layout of the sections so that the operating system can find the sectors on each of the disk tracks. Formatting also establishes the File Allocation Table. A disk cannot be used until it has been formatted.
HARD COPY	A printed copy of computer output; for example, printed reports, listings, or documents.
HARDWARE	The physical devices which are a part of a data processing system. Includes the CPU, I/O devices, physical interfaces, and like items.
INFORMATION PROCESSING	The operations performed by a computer; the handling of data according to rules of procedure for accomplishing operations such as classifying, sorting, calculating, and recording. Same as data processing.
INPUT	Data entered in a computer, whether by keyboard or from a storage medium (such as cards, floppy, or tape) and changed into electronic pulses stored in a computer's memory.
INPUT/OUTPUT (I/O)	Transfer of data between the CPU and a peripheral device.
INQUIRY	A request for information from storage.
INTERACTIVE PROCESSING	A means of processing in which transactions are processed one by one as they occur and results are available to the user immediately. An example would be the airlines flight reservation system.
INTERFACE	A connection and interaction between the user and the computer, or between two systems.
INTERNAL STORAGE (MEMORY)	Addressable storage directly controlled by the CPU of a computer. It is an integral part of the CPU. The CPU uses internal storage to store programs while they are being executed. Also called primary storage, immediate access storage, or main storage.
INVENTORY FREEZE FLAG	A one-digit numeric character which specifies the type of inventory being conducted on a line which is under inventory.
KEYBOARD	A group of marked levers operated manually for recording characters and entering data.

K (KILOBYTE)	Abbreviation for kilobyte = 1,024 bytes.
LAN (LOCAL AREA NETWORK)	A communications network in which all the components are connected; a distributed processing system.
LED (LIGHT EMITTING DIODE)	A small light used as an indicator lamp.
LIBRARY	A collection of standard, proven routines and subroutines that are accumulated and stored on magnetic tapes or magnetic disks for future use.
LOCAL PURCHASE	A method of obtaining supplies from local commercial vendors. Items may or may not be subject to competition.
LONG PART NUMBER	This is an identifying stock number which consists of from 16 to 37 alphanumeric characters.
LPI (LINES PER INCH)	The number of lines of printed text a printer will fit in a vertical inch of space.
MANAGER CONTROL	Method of managing items in short supply. The control precludes routine uncontrolled issues.
MB (MEGABYTE)	One million bytes.
MEMORY	The portion of a computer that holds programs and data being processed. Memory is the only storage unit that can be directly accessed by the CPU. (See Internal Storage)
MENU	A list of options, displayed on the screen, from which you make selections.
MODEM (MODulator-DEModulator)	A device which accepts digital inputs and converts them to analog signals to be sent over the transmission link. At the other end of the link, the demodulator part of a second modem converts the analog signals to digital outputs.
OPERATING SYSTEM	The portion of executive software that controls the execution of the computer. Typically, it provides job scheduling, multiprograming, program libraries, operator communication, and error detection and correction.
OFF-LINE PROCESSING	Processing not directly associated with or required for main program or real-time communication and control. In an off-line mode, human intervention and control is required between data entry and ultimate processing.

OPTICAL LASER CARD	A card attached to a multipak container shipped from wholesale containing the identifying government bill of lading (GBL) and transportation control numbers (TCN) for items included in the container.
ON-LINE PROCESSING	The operation of terminals, files, and other auxiliary equipment under direct and absolute control of the central processor to eliminate the need for human intervention and control at any stage between initial input and computer output.
ORDINAL DATE	A five-position date used in SARSS-Objective to indicate the year and Julian date. The year is identified using the last two digits of the full year, and becomes the first two digits of the ordinal date. The last three digits identify the day of the year. The ordinal date is used to define the date range of an inquiry or date-of-write on SARSS-O transactions.
OUTPUT	The changing of data from electronic pulses in a computer's memory to a physical storage medium, (such as listings, tapes, or floppy diskette).
PARALLEL	Simultaneous processing of the individual parts of a whole, rather than in serial sequence of some specific order.
PASSWORD	A security measure assigned to a user or device. Once assigned, the password is needed to gain access to the designated levels of the system.
POWER DOWN	Term used to describe the steps for turning off the computer.
POWER UP	Term used to describe the steps for turning on the computer and the computer sequence to reach the sign-on screen.
PRINTER	The part of the system that produces printed (hard copy) output.
PRINT HOLD FILE	A temporary file within the Print Queue to which documents may be sent for subsequent printing. The operator gets to this file using the RSEL command in SARSS1. Documents awaiting print are shown on the menu.
PRIORITY DESIGNATOR	A two-digit numeric code ranging from 01 to 15 that expresses the importance of a supply request. It is based on the force/activity designator (FAD) and the urgency of need designator (UND).
PROBLEM REPORT	A report that a process or function does not work according to specification, either technically or functionally. It goes to the system support office for problem resolution.



PROCESSING	Manipulation of data to transform it into usable information. It may be as simple as reformatting data or as involved as determining replenishment needs.
PROGRAM	A set of instructions that gives a data processing machine detailed information on how to solve a particular problem. On a computer, the program is stored in internal memory. On other types of equipment, the program may be stored internally or externally through control panels or electronic devices.
PROJECT CODE	A three-digit code which identifies a specific project or exercise. A project code can be used on all requests during an exercise to determine usage and cost.
PROMPT	A message on the screen. It may provide either information or instructions.
PURGE	To eliminate or remove.
QUERY	To ask for information.
QUEUE	A temporary holding place for data in memory or on disk, waiting to be acted upon by the computer.
QUEUE MANAGER	Controls named, priority-ordered, disk-based queues contained in queue entry files.
RAM	Random access memory. Memory that can be read from and written to. Used for temporary storage of the program that is running and parts of the data being worked on.
RECORD	A collection of related fields treated as a logical unit by a computer program.
RECORD LENGTH	The size of a record, usually specified in units such as word, bytes, or characters.
SARSS1 FILE SERVER	The primary computer in the SARSS1 system. It includes an Everex tower-style main unit and peripherals.
SARSS1 WORKSTATION	The secondary computer in the SARSS1 system. It can work alone or as a terminal in a LAN connected to a SARSS1 file server.
SATISFIED CUSTOMER REQUEST	Customer requests for which all or a portion of the requested quantity was issued.
SCREEN	The part of the computer that displays information on a television-like unit (monitor).

SCROLL	Move the contents of the monitor screen up or down by one or more lines.
SECTOR	A section of tape or disk storage within a track that contains 512 bytes of data.
SHUTDOWN	A series of instructions that power down the computer.
SOFTWARE	The programs, procedures, and documentation that are part of a data processing system.
SOFTWARE CHANGE PACKAGE	An updated version of a program and program and related documentation shipped at regular intervals from the developer of a STAMIS to the user DPI.
SPECIAL CHARACTER	A graphic character that is neither a letter nor a digit; for example, the plus sign or the period.
STANDARD DELIVERY DATE	The latest date by which normal processing and shipping in the logistics system will permit receipt and recording of the materiel by the consignee.
STATUS CODE	Reports the success or failure of the requested operation.
STOCK FUND	A revolving fund used to purchase supplies and materials.
STORE & FORWARD	A type of MROC process which allows the use of portable data collection devices (PDCD) to collect and retain files until they are manually transferred to a SARSS1 workstation for processing.
STORAGE DEVICE	A device used for data storage within a computer system, such as a magnetic disk or magnetic tape unit.
STORAGE MEDIA	Devices on which data is stored, such as diskettes, magnetic tapes, or printed reports.
SUSPENSE FILE	A file in SARSS1 which holds records awaiting Catalog build. Records can be requests (DIC A0_), and receipts. The file also contains local purchase documents awaiting data, and discrepant shipments.
TAPE	A strip of material coated with a magnetically sensitive substance, used for data input, storage, or output. The data is usually stored serially in several channels across the tape transversely to the reading or writing motion.
UPDATE	To search a file, select an entry, perform an operation on the entry, and replace it in the file.

UPLOAD	To take information from storage in one device and transfer it to another device.
UPS (UNINTERRUPTIBLE POWER SUPPLY)	A device designed to protect the file server from power failures and the resulting loss or corruption of data.
URGENCY OF NEED DESIGNATOR (UND)	Used to express how urgently the unit needs the requested supplies. UNDs are identified by the letters A, B, and C.
USER TERMINAL	A point in a system or communications network where an operator can enter or retrieve data.
VERIFY	To determine whether a data-processing operation has been accomplished accurately; to check data validity.

Section II. Abbreviations and Acronyms

<u>Abbreviation</u>	<u>Name</u>
ABF	Availability Balance File
ACR	armored cavalry regiment
ACT	Activity File
ADP	automatic data processing
ADPE	automatic data processing equipment
ADPSSO	ADP systems security officer
ADS	automated data system
AIMI	aviation intensive management items
AIMI-FL	aviation intensive management item indicator (flag)
ALOC	air lines of communication
AMC	United States Army Materiel Command
AMCL	Approved Military Standard Change Letter
AMDF	Army Master Data File
AMI	Army Managed Item
AMIS	Army management information system
AMS	Automated Manifest System
ANMCS	anticipated not mission capable supply
AO	accountable officer
APC	Accounting Processing Code
APOD	aerial port of debarkation
AR	Army regulation
ARA	assigned responsible agency
ARI	automatic return item

ARNG	Army National Guard
AS	application software
ASL	Authorized Stockage List
ATE	asynchronous terminal emulator
AUTOROS	automated retail operating system
AWCF	Army Working Capital Fund
BLAST	blocked asynchronous transmission
BMMC	brigade materiel management center
BOIP	basis of issue plan
CAGE	Commercial/Government Entity (five characters - part of part number)
CAISI-VEE	Combat Service Support Automated Information Systems Interface - Virtual End-to-End
CAM	custom application mode
CAO	customer assistance office (DCL, Fort Lee)
CAT	Catalog
CCD	count control document
CCF	Communication Control File
CCI	controlled cryptographic item
CCSS	Commodity Command Standard System
CE	customer engineer
CIIC	Controlled Inventory Item Code
CMS	communication media service
COF	Customer-Out File
COMM	communication
CON-ECH	control echelon indicator

CONUS	continental United States
COOP	Continuity of Operations Plan
COPAD	contractor operated parts depot
COSCOM	corps support command
COSIS	care of supplies in storage
CPI	characters per inch
CPS	characters per second
CPU	central processing unit
CRIC	Change Record Indicator Code
CRP	central receiving point
CSA	corps storage activity
CSSCS	combat service support control system
CTASC-II	Corps/Theater Automatic Data Processing Service Center –Phase II
CWA	common work area
DA	Department of the Army
DAAS	Defense Automatic Addressing System
DCL	Development Center Lee
DCSLOG	Deputy Chief of Staff for Logistics
DDN	defense data network
DED	data element dictionary
DHF	Document History File
DIC	Document Identifier Code
DIDS	Defense Integrated Data System
D/I	due-in
DISREP	discrepancy in shipment report

DLA	Defense Logistics Agency
DLR	depot level reparable
DMMC	division materiel management center
DoD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DODAAF	Department of Defense Activity Address File
D/O	due-out
DON	document order number
DOS	disk operating system
DOW	date of write
DPA	data processing activity
DPI	data processing installation
DRMO	Defense Reutilization & Marketing Office
DS	direct support
DSN	direct switching network, replaces automatic voice network (autovon)
DS4	Direct Support Unit Standard Supply System
DSS	Direct Support System
DSU	direct support unit
EAC	echelons above corps
EC	Essentiality Code
ECP-S	engineering change proposal-software
EDD	estimated delivery date
EIC	End Item Code
EM	end user manual
ESD	estimated shipment date

FAD	force/activity designator
FLOT	forward line of own troops
FAR	Federal Acquisition Regulation
FC	Fund Code
FD	functional description
FMS	foreign military sales
FSC	federal supply classification
FSCM	Federal Supply Code for manufacturers
FTP	File Transfer Protocol
GBL	government bill of lading
GS	general support
GSA	General Services Administration
GSU	general support unit
HB	handbook
HI-PRI	high priority
HMC	Hazardous Materiel Code
HQDA	Headquarters, Department of the Army
IAR	Inventory Adjustment Report
I&S	interchangeability and substitutability
ICP	interim change package or inventory control point (See NICP)
ID	identification code
I/O	input and/or output
IPD	issue priority designator
IPG	issue priority group
IPL	initial program load



ISAM	indexed sequential access method
LCA	Logistic Control Activity
LED	light emitting diode
LIF	Logistics Intelligence File
LOGSA	Logistics Support Activity
LP	local purchase (Also see PR&C)
LPN	long part number
MAC	Military Airlift Command
MACOM	major Army command
MARKS	Modern Army Record-keeping System
MATCAT	materiel category
MB	megabyte
MCN	management control number
MGR-CD	Manager Code
MIL-STD	military standard
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MIMS	Maintenance Information Management System
MIRV	major item requisition validation
MMC	materiel management center
MODEM	modulation/demodulation equipment
MPN	manufacturer's part number
MRC	materiel release confirmation or Maintenance Repair Code
MRD	materiel release denial
MRO	materiel release order
MROC	Materiel Release Order Control

MS-DOS	Microsoft Disk Operating System
MTOE	modified table of organization and equipment
MW	middleware
NAMI	Non-Army Managed Item
NCB	National Codification Bureau
NDI	non-developmental item
NG	National Guard
NICP	national inventory control point
NIIN	national item identification number
NMCS	not mission capable supply
NR	Network Router
NSN	national stock number
OCONUS	outside continental U.S.
ODCSLOG	Office of the Deputy Chief of Staff for Logistics
ODCSOPS	Office of the Deputy Chief of Staff for Operations
OJT	on-the-job training
O/P	Ownership/Purpose Code
ORF	operational readiness float
OS	operating system
OSC	Objective Supply Capability (Obsolete. Replaced by SARSS-Gateway)
OUF	Order of Use File
PBO	property book officer
PCN	product control number
PD	priority designator
PDCD	portable data collection device

PICA	primary inventory control activity
PIIN	procurement instrument identification number
PLL	Prescribed Load List
PN	part number
PO	purchase order
POD	port of debarkation
POE	port of embarkation
PR&C	Purchase Request & Commitment
QSEL	Printer Queue Selection Menu
RAM	random access memory
RC	Recoverability Code
RDD	required delivery date
REA-SUS	reason suspended
RIC	Routing Identifier Code
RICC	Reportable Item Control Code
RO	requisitioning objective
ROD	report of discrepancy
ROM	read only memory
RON	request order number
ROP	reorder point
RP	record position
RSA	reserve storage activity
SAILS	Standard Army Intermediate Level Supply System
SAMS	Standard Army Maintenance System
SARSS	Standard Army Retail Supply System

SARSS1	Standard Army Retail Supply System-Level 1
SARSS2A	Standard Army Retail Supply System-Level 2A
SARSS2AC/B	Standard Army Retail Supply System-Level 2AC/B
SARSS-1(I)	Standard Army Retail Supply System-Level 1 (Interim)
SCP	software change package
SDD	standard delivery date
SHP	ship (as in RIC-SHP)
SI	software installation
SIDPERS	Standard Installation/Division Personnel System
SIMS-X	Selected Item Management System-Expanded
SNR	SARSS Network Router
SNFF	Stock Number Finder File
SNRF	Stock Number Relationship File
SNT	serial number tracking
SOP	standing operating procedures
SOS	source of supply
SPBS-R	Standard Property Book System-Redesign
SPBS-R I/TDA	Standard Property Book System-Redesign-Installation/table of distribution and allowances
SPN	short part number
SRC	Standard Requirements Code
SRO	stock records officer
SSA	supply support activity
SSF	Single Stock Fund
SSO	system support office
SSSC	self-service supply center

STAMIS	Standard Army Management Information Systems
TAACOM	theater Army area command
TAAMMC	theater Army area materiel management center
TAMMC	theater Army materiel management center
TAMMS	the Army Maintenance Management System
TAEDP	total Army equipment distribution program
TC	Transaction Code
TCN	transportation control number
TOF	Transaction-Out File or top of form
TPF	total package fielding
TUFMIS	Tactical Unit Financial Management Information System
UI	unit of issue
UIC	Unit Identification Code
ULC	unit level computer
ULLS	Unit Level Logistics System
UND	urgency of need designator
UPS	uninterruptible power supply
USAISSDCL	United States Army Information Systems Software Development Center - Lee
VAC	volts alternating current
VDD	version description document

**NOTE:** For further definitions of abbreviations used, see AR 310-50.

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